

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 12th
JANUARY 2015

Present: Cllr Davis (Vice-Chair, acting as Chair throughout this meeting as Cllr March late owing to another meeting)
Councillors Cheesman, Isaacs, Stevens, Russell, Hughes and March (arrived at 7.45pm)

In attendance: Lucy Noakes (Clerk)
No public

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Isaacs declared a pecuniary interest in TW/14/506568, 1 Hurst Cottages, Grovehurst Lane, in his capacity as a building contractor, and Cllr Hughes declared an interest in item TW/14/568, as a friend and neighbour. Neither councillor took part in the discussion or voting for these two planning applications.

1. APOLOGIES FOR ABSENCE

Cllr Lawrence was unwell. Cllr Stanton was in Leeds. Cllr March, late because of another meeting. These reasons for absence were proposed for acceptance by the Chair and voted for unanimously by the Council

2. PUBLIC SESSION: *(Members of the public have the right to speak for up to three minutes at the Chairpersons discretion on issues concerning the Parish providing the Clerk has prior notification).*

None.

3. MINUTES OF PREVIOUS MEETING

Minutes of the meeting on 1st December 2014, Planning Meeting 8th December 2014 and Finance Committee Meeting 8th December 2014

The minutes of the meeting 1st December were presented to the Council as read and proposed for acceptance by the Chair. Unanimous.

The Minutes of the planning committee meeting of 8th December were presented as read and proposed for acceptance by the Chair. Carried.

The minutes of the Finance Committee meeting 8th December were presented as read and proposed for acceptance by the Chair. Carried.

4. MATTERS ARISING. (No decisions taken)

Gap in fencing behind the VH

Cllr Isaacs had now completed this work and thanks were conveyed to him for this. He did not wish to invoice the Parish Council for the costs of materials.

Water bills

SE Water had sent an engineer out who had checked for leaks and problems with the meter. No problems were detected with either. However it was noted that the urinal was continuously flushing once activated. Cornford's had been alerted to this problem via the clerk and had made an adjustment to the valve allowing water into the cistern. *Cllr Russell* said he would read the meter each week for the next month to see if this had remedied the problem.

Play Area

Play Dale had now fitted the new chain for the pod climber and a new spring to one of the gates, however it was noted that the other gate still swung open. The Clerk had previously asked them to

check both gate springs. Upon enquiry, it was found that the engineer did not have a second gate spring when he came to carry out the works. He will return with another spring and fit this to the gate. Play dale will only charge the cost of the spring. **Clerk** to chase

Restoration of Milestone on Brenchley Road

The **clerk** was still awaiting information.

Conservation Area Map

Cllr Davis reported that there was no further progress on this as yet. He was chasing this matter up with Mark Stevenson at TWBC.

Buses to Paddockwood.

The **Council** were still waiting to hear form NuVenture about a possible increase in bus services.

Public Rights of Way

The **Clerk** reported that everything was now ready for her to make the application to KCC for the cut through to the Green to be made into a Public Right of Way. She would send this off to them as soon as possible

5. PLANNING

i)

Planning Application No:	TW/ TW/14/501537/FULL – Re-consultation
Proposal:	<u>Stationing of one mobile home, one touring caravan, one utility building formation of a car park for one gypsy family</u>
Location:	Os Plot 2952 Land Adjacent Gafford’s Bridge Cottages Maidstone Road Horsmonden Tonbridge Kent
Outcome:	Application withdrawn, therefore the council were informed but no discussions took place.

Planning Application No:	TW/14/505213/FULL
Proposal:	<u>Demolition of existing extension and erection of extension to the west elevation</u>
Location:	Broadford House Goudhurst Road Horsmonden Tonbridge Kent TN12 8EU
Recommendation:	Recommended refusal
Proposed:	Cllr Hughes, seconded Cllr Stevens, unanimous.
Comments:	The development is not in keeping with the style of the house and surrounding houses.

Planning Application No:	TW14/505216/LBC
Proposal:	<u>Listed Building Consent - Demolition of existing extension and erection of extension to the west elevation</u>
Location:	Broadford House Goudhurst Road Horsmonden Tonbridge Kent TN12 8EU
Recommendation:	Recommended refusal
Proposed:	Cllr Stevens, seconded Cllr March .Unanimous.
Comments:	In light of the comments made by English Heritage, the Parish Council feel that this development is not appropriate for a Grade II listed building of such historical importance in the Parish

Planning Application No:	TW 14/506568/FULL
Proposal:	Three storey side extension
Location:	1 Hurst Cottages Grovehurst Lane Horsmonden Tonbridge Kent TN12 8BQ
Recommendation:	Recommended approval.
Proposed:	Cllr Russell, seconded Cllr Stevens. Carried. Cllrs Isaacs and Hughes did not take part in the discussion or voting
Comments:	Reasonable extension, providing additional accommodation to this family home.

Planning Application No:	TW14/506226/FULL
Proposal:	Additional velux windows in roof
Location:	The Forge Broadford Oast Goudhurst Road Horsmonden Tonbridge Kent TN12 8ET
Recommendation:	Recommended approval
Proposed:	Cllr Cheesman, Cllr Hughes. Carried.
Comments:	Acceptance of the proposal to add velux windows to the roof, which is not detrimental to the neighbours or the building and adds to the residential use; keeping the privacy to the residents and those using the lower half of the buildings. The Parish Council notes that there appear to be two windows on the west end elevation, which are not included in this submission.

ii) Applications Granted and Refused.

None to be reported at this meeting.

iii) Other planning matters (discussion or observations only)

None at this meeting.

6. PARISH COUNCIL FINANCE

6.1 Parish Council Accounts to 11th January 2015

The Clerk presented the accounts including cheques drawn, up to 11th January 2015, as shown below, to those present.

Cllr Russell proposed acceptance of the accounts and cheques drawn, seconded Cllr March. Unanimous. The cheques were signed during the meeting.

Horsmonden Parish Council Accounts as at 11th January 2015

	Balances
Current account b/fwd 01.12.2014	£ 43,835.85
Deposit account b/fwd 01.12.2014	£ 60,000.47
Interest received (Deposit Account)	£ -

Item	Ref	Receipts	Payments
Cornfords Builders - repairs to institute low roof	410496		£ 456.00
SSE Contracting - November street lighting	410497		£ 71.26
SLCC - CiCLA registration fee	410498		£ 250.00
BT office telephone & broadband	D/D		£ 148.53
Mrs L D Noakes - December salary plus bonus	S/O		£ 959.77
EDF Energy - electricity supply toilets	D/D		£ 211.27
EDF Energy -supply Village Green	D/D		£ 44.79
Mr S Jones - scavenging December	410501		£ 61.52
Mr C. J Couchman - clock and play area	410502		£ 83.08
Specialist Hygiene services 01.07 to 30.10	410503		£ 748.80
Specialist Hygiene services November	410504		£ 187.20
Specialist Hygiene Servies - December	410505		£ 187.20
HM Revenue and taxes - LD Noakes NI & Tax	410506		£ 142.35
SE Water - Supply Toilets Jun- Dec 2014	410507		£ 385.90
EJP Fire Protection Ltd - checking at the Institute	410508		£ 144.00
Tunbridge wells and District CAB - donation	410509		£ 100.00
Playdale Playgrounds Ltd - repairs	410510		£ 885.06
SSE Contracting Ltd Dec street lighting maintenance	410511		£ 71.26
Kent County Council - Audit 2014(1st half)	410512		£ 201.60
J Ralph Stevens LTD - fire extinguisher replacement	410513		£ 48.00
Heath Stores - December account	410514		£ 36.78
Hobbs Plumbing - Institute tap and valve	410515		£ 270.00
E.ON electricity supply street lights	410516		£ 323.36
Southern Water - drainage for toilets	410517		£ 588.39
Interest on current account		£ 5.88	
Interest on current account		£ 5.28	
Payments for 3 iPad courses		£ 45.00	

Current Account as at 30.11.14 £ 37,285.89
Deposit Account as at 30.11.14 £ 60,000.47

TOTAL BANK: £ 97,286.36

6.2 **Recommended Precept for 2015/6**

Appendix 1 was circulated at the meeting, showing the recommended precept for 2015/16 as the Finance Committee had discussed at their meeting on 8th December. Cllr Russell, Chair of the Committee, confirmed that the Finance Committee had carefully looked at each item on the precept budget and had discussed some matters in great detail. All members of the Council had been provided with a copy of the draft minutes of the Finance Committee meeting before the meeting.

The main points were:

Clerk's salary: National pay award added and one point on the salary scale added to reflect the clerk pursuing the CiLCA studies. Also clerk's hours increased to 16 hours per week instead of 15 in reflection of the amount of overtime still being carried out.

Legal expenses: amendment of play area lease needed and new lease for Institute Building.

Maintenance of Village Green and Fromandez Drive: provision for two new trees of reasonable size on VG

Village Hall and Institute Buildings: £6000 put aside for each building to reflect the fact that the boiler may need replacement in VH and also to start saving for work to the back area of the VH. At the Institute Building there were concerns about the roof timbers and money was needed to provide flood lighting of the clock and tower face.

Play area: provision was made for future problems and the longer term replacement of the play equipment and surfacing.

Village Celebration Fund: Provision made for in case the event experienced a 'bad year' in order to allow the continuance of the event in future years.

Civic Amenities Vehicle: Money available to make a contribution towards this service if necessary.

Village Vision: £6000 precepted which would allow for costs of a Youth Shelter and /or extra street lighting, as had been suggested in the Village Vision statement.

Cllr Russell announced the total suggested precept to be £67915.00 representing an increase of £4670 which was a 7.4% increase. In real terms this represented an increase of 6.9% for the average band 'D' taxpayer, equating to £4.50 per year, when the tax base was taken into consideration. It was noted that some local parishes have had to make much larger increases in their precepts to cover services which they are currently taking on from TWBC. Cllr Isaacs proposed acceptance of the recommended precept for 2015/16, seconded by Cllr Stevens; unanimous. Thanks were conveyed to the clerk and Cllr Russell for their work in preparation of the precept figures and research.

It was requested by Cllr Stevens that the *clerk* add Christmas lighting to the February agenda for discussion.

Cllr March pointed out that since the budget had been recommended, Symon Jones, contracted by the Council to pick litter, had said that he would not be able to carry out any further service for the council after the end of February. A provision of £800 had been made for this in the precept and it was suggested that the *council* monitor the situation after the end of February to see if another contractor should be found to carry out this service. In the meantime it was requested that the *clerk* draft a letter of thanks to Mr Jones wishing him future success; to be signed by the Chair and Vice Chair.

It was noted that there was no provision for a referendum, and proposed therefore from the Chair that the council should agree with NALC's stance that parishes should not have their precept's capped or be forced to hold a referendum if their precepts were raised above a certain amount. This was agreed unanimously. *Cllr Davis* offered to look at NALC's email regarding these points and draft a response on the Council's behalf.

6.3 Recommended Risk assessment 2015/16

The clerk had circulated the annual risk assessment for 2015/16 to the council members beforehand and this had been discussed fully by the Finance committee at their meeting on 8th and was included in the draft minutes of this meeting. It was noted that the key items of risk were the renewal of the lease for the Institute and play area, which the *clerk* would be working on as soon as she could. Cllr Cheesman proposed that the council accept the annual risk assessment as recommended by the Finance committee; seconded Cllr Isaacs; unanimous.

6.4 Institute - emergency lighting repair quotation

EJP Fire Protection had been to the Institute Building to carry out the annual assessment of the fire alarms and lighting. They had found three lighting faults which needed attention. The quotation to

repair these was £155.00 (net). It was proposed from the Chair that this quotation be accepted and the *clerk* ask EJP to carry out the works as soon as possible. Unanimous.

7. HIGHWAYS AND GROUNDS MAINTENANCE

7.1 Highways issues – footpaths, trees, roads, signs, verges, and markings

Cllr Stevens confirmed that he had received the two jumbo salt bags. He would ensure that some was delivered to Swigs Hole and Brick Kiln Lane for use in these areas. He had already delivered two bags to Heath Stores to use near the village shops and centre.

It was suggested that the *clerk* contact Cllr King at KCC and ask if KCC would consider locating another salt bin in Brick Kiln Lane near to Brick Kiln Cottages, as the slope and corner there was treacherous in the winter.

Mrs Parker had let the clerk know that the base of the finger post at the Spelmonden triangle was rotten. *Clerk* to report to KCC Highways.

The *clerk* was asked to find out from KHS what was happening with the water which collects opposite the doctors surgery on the Lamberhurst Road and also the water collecting at the junctions of Yew Tree Green Road and the Maidstone Road.

7.2 Street lighting

The *clerk* was in the process of obtaining quotations for a new Windsor style lantern which could be located on the top end of the green, as requested by parishioners in Village Vision.

8. ADMINISTRATION

8.1 Horsmonden Parish Council Complaints procedure

The Clerk had circulated a copy of the draft complaints procedure prior to the meeting.

It was proposed from the Chair that the Council adopt a simplified version which did not include a committee dealing initially and an appeal procedure to full council, as it was felt the council was not large enough to have a committee dealing with complaints and that this would make the procedure over complicated in the event of a complaint. *Clerk* to ensure that this version is displayed on the Parish Council website.

The council voted unanimously in favour of the proposed simplified version and its inclusion on the website.

8.2 Horsmonden Parish Council Standing orders – alteration to take in to account a change in legislation

The clerk had circulated the updated version of the council's standing orders which took into consideration recent changes in legislation regarding allowing filming or recording of parish council meetings during the event. It was proposed from the Chair that the new version of the standing orders be adopted which read '*A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:*

a) film, photograph or make an audio recording of a meeting;

b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;

c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.'

This was voted for unanimously by the council.

8.3 The Institute – plaque installation, plans for the front of the building.

The clerk had circulated an email from Cornford's Builders, confirming that the structural engineer had been aware of Cornford's intended procedure for installation, when writing his report. However the general feeling amongst the council members was that this was insufficient to overcome any risks associated with installing the plaque owing to its weight and positioning. It was suggested that the *clerk* start again with a new independent structural engineers report. The Council would then be able to use this to get suitable quotations for the installation.

8.4 Sports Club - Coppicing of boundary trees and events on the Sports Club grounds

The clerk had received communications from the Tennis and Sports clubs that the trees on the boundary between the two premises required coppicing. The clerk had investigated the terms of the Sports club lease and found that maintenance of the boundary was the responsibility of the club, and this would include coppicing of any trees within the boundary line.

It was proposed from the chair therefore that the *clerk* should confirm to the Sports and Tennis club that they can go ahead with the coppicing, at their own expense; with the advice that they should ensure that they obtain the best value when employing someone to carry out the works, as the wood itself was probably of value. Agreed, unanimously.

The Sports club had also asked if they might be able to hold some fundraising events on the grounds which were not necessarily sporting activities. Some of these could involve music or fireworks. The lease did not allow such events as a matter of course. It was proposed from the Chair that the council would consider each event in isolation, looking at the risks and merits involved to decide if it could be allowed, as and when approached by the Sports club. The *Sports Club* should approach the council with their plans at least 8 weeks in advance to allow time for the council to consider each event at a public meeting. Agreed, unanimously.

8.5 Emergency Planning

It was announced that the Emergency planning group would be meeting the following week to discuss whether their draft was ready to be submitted to the Kent resilience forum for their advice on the document.

8.6 Village Vision Youth shelter.

It was suggested that the *clerk* ask for preplanning advice on the youth shelter to see what opinion TWBC planning had on this matter. The *clerk* also suggested that she could contact other parish councils in the area to see what their own experiences had been on youth shelters, and also so that the council could perhaps visit local shelters to see what they are like. *Clerk* also to contact the Social club to see if their younger members have an opinion on the type of youth shelter they would like to have. *Councillors* to explore different styles of shelter and take photographs of anything they see which may be suitable.

Litter

With regards to litter picking, it had been confirmed earlier in the meeting that Symon Jones would no longer offer his services after the end of February. It was suggested that the *council* report back after a few months on the situation, once Symon is no longer picking up litter and a decision is then made on future litter picking. In the meantime it was felt that the Council should carry on with the idea of community litter picking events, involving volunteers from the village. It was suggested that the *clerk* advertise in parish news, a community litter picking event to take place on Saturday 21st March 2015 at 9am for one hour. It was estimated that approximately 20 volunteers would be needed to make the event viable and carry out litter picking on all four axes going out of the village.

Clerk to advertise and contact the CSU at TWBC, to see if they have litter picking equipment which can be borrowed or any advice.

Broadband

KCC had now confirmed that the super fast broadband is available in the village, *Clerk* to advise parishioners of this in parish news.

Policing

It was noted that PCSO Carey had now left and the council had wished her success in her future career. However, it was hoped by the council that PCSO Carey would be replaced shortly, as future policing was important in the village. It was proposed by Cllr Hughes and seconded by Cllr Stevens that the *clerk* should contact Anne Barnes to say that the village would like another PCSO as soon as possible. Unanimous.

8.7 Music Festival 12th -14th June 2015

Event planning was now well under way, with another events meeting taking place on Wednesday 21st January at 8pm in the Social club. *Cllr March* and the *clerk* will be meeting with Sara Foster to go through the TWBC events planning toolkit on Friday 16th January at 9am.

8.8 TWBC transfer of discretionary services - civic amenities vehicle

Cllr March said that a working group of all the parishes involved had now been set up, and that a representative could go along to take part in discussions. It was not felt that a representative was needed as the council members were clear that they wished to continue with the service on a reduced basis if necessary, having the vehicle stop at Horsmonden from 9.30am until 11am on a Sunday, when it could then go on to Brenchley. This would take effect from April 2015. This was proposed from the Chair and the members voted unanimously to negotiate the service on this basis. *Clerk* to email this to Gary Stevenson and copy in Mike Mackenzie at Brenchley PC.

8.9 Tunbridge wells Samaritans request for donations.

The clerk had received a letter from the TW Samaritans asking for a donation as people within the parish were receiving a service. It was proposed from the chair that the *clerk* should respond on behalf of the council with their standard response to requests for donations, in this instance, saying that the council do not donate to charities who are located outside the village, as they feel it is up to parishioners to decide whether or not they wish to donate to charity and should not be done through the parish precept. (The exception to this rule had been for the TW Citizens Advice Bureaux, as they provided a mobile service which comes to the village each week, and it is therefore felt that they provide a service within the village). Unanimous.

9. CONSULTATIONS

9.1 Provisional Local Government Finance Settlement 2015/16 – comments by 15/01/15.

The clerk had circulated the link to this prior to the meeting. It was proposed from the chair that the *clerk* email NALC to say that the PC agreed in principal with their response to the consultation. Unanimous.

9.2 Local Government Boundary Commission on the Electoral Review of Kent County Council, comments by 2/3/2015

It was suggested that this be left until the next meeting for comments, as they were not needed until 2nd March.

9.3 TWBC Draft Budget and Medium Term Financial Strategy 2015/16 - comments by 16/01/15.

The clerk had circulated the link. The council had no comments to make on this consultation.

9.4 TWBC Draft Property Asset Management Plan 2015/16– comments by 16/01/15

The clerk had circulated the link. The council had no comments to make on this consultation.

9.5 TWBC Draft Corporate Priorities 2015/16– comments by 16/01/15.

The clerk had circulated the link. The council had no comments to make on this consultation.

10. CORRESPONDENCE/UPDATES

10.1 Chairman’s update (no decisions)

There was nothing else to update this time.

10.2 Meetings attended (updates and feedback from meetings attended and held by council members –no decisions)

Nothing else to report.

The meeting ended at 10.30pm